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## **MEMORANDUM**

**TO:** Child Care Subsidy Program Providers and Parents

**FROM:** Department of Health and Human Services, Office of Child and Family Services

**DATE:** July 26, 2023

**SUBJECT:** **Parent Fee Waiver and Enrollment vs Attendance End for the Child Care Subsidy Program**

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The Office of Child and Family Services (OCFS) began waiving parent copayments on 03/27/21 through the federal Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) Child Care Development Fund (CCDF) funding for all families receiving Child Care Subsidy Program (CCSP). On 10/01/2022, OCFS utilized the American Rescue Plan Act (ARPA) CCDF funding to continue the waiving of parent fees for families under 60% of the State Median Income (SMI) as allowed by federal rule. **Pursuant to federal law the ARPA CCDF Funding will end 09/30/2023. On that date parent fee's will be reinstated. In addition, reimbursement will revert back to being based on attendance, not enrollment on that date.** As we work with providers to implement these changes please keep in mind:

- Parent fee amounts can be found on the copy of the award letter sent to the parent and provider at the time of initial determination.
- Through the American Rescue Plan Act (ARPA) CCDF Discretionary funds Maine received, providers were able to bill up to the maximum hours on a child's award letter, whether the child was in attendance or not. Providers reported a child's enrollment vs attendance on billing forms. This practice will end on 09/30/2023. Keep in mind that CCSP does pay for when a child is absent due to a reasonable cause:  
CCSP Rule Section 1(61) states that **Reasonable Cause** means Department-Approved reasons for a Child's absence from a Child Care Provider's program which may include, without limitation: Federal/State holidays; Parental vacation days; inclement weather defined by a snow day when local schools are closed; illness of the Child or other immediate Family member; appointments; transportation issues that affect the Parent's ability to transport the Child to care; Family visitations: Family emergencies, including, but not limited to, surgery, medical treatments, or accidents; or catastrophic events affecting the Family, including but not limited to fires, storms, or accidents.

- When a Child is absent from the program beyond two (2) consecutive weeks for the same Reasonable Cause, the Child Care Provider must obtain prior written approval from the Department to continue Child Care Subsidy Payment.
- During Summer vacations, children not in care due to parent visitation agreement, will need to have their CCSP put “on hold” Status.

In addition, you may be aware of the State budget passed by the Legislature and signed by the Governor a few weeks ago. While the budget will not go into effect for several months due to the law around enactment, we wanted to make you aware that included in the budget was a change to the name of the Child Care Subsidy Program (CCSP) to the Maine Child Care Affordability Program (CCAP), per 22 MRSA §3731-A. As we prepare for the enactment of the budget, we will begin using the name the Child Care Affordability Program (CCAP).

For questions or concerns please contact us by email at [CCSP.DHHS@maine.gov](mailto:CCSP.DHHS@maine.gov) or by phone at Toll Free 1-877-680-5866 or 624-7999